

Purchasing Update

Division of Purchasing
Volume 6, Issue 8

Boise, Idaho
October 09, 2008

How you spend your time is more important than how you spend your money. Money mistakes can be corrected, but time is gone forever. *David Norris*



GOVERNOR'S BUSINESS OPPORTUNITY CONFERENCE

Remember to mark your calendars to attend the 20th Annual Governors Conference to be held at the Red Lion Hotel, in Pocatello, on Wednesday, November 5, 2008.

Take advantage of this unique opportunity to meet some of Idaho's finest manufacturing and service-oriented businesses that are ready to fulfill your procurement needs.

If you are not familiar with this event, it is a reverse trade show where state and federal agencies and large corporations set up booths and the business community comes to see us. Approximately 200 small businesses attend the conference each year. The vendors represented are from small, socially/economically disadvantaged, woman-owned, veteran-owned and service-connected disabled veteran-owned businesses throughout the State. It is an opportunity for businesses to meet one-on-one with buyers. There is no fee for buyers. The IBN provides booth space, company sign cards, skirted tables and chairs, all at no cost. If your agency, city, county, school district, or other public entity would like to participate in this event or need more information, you can contact Sundi Neely; sundi.neely@commerce.idaho.gov or call (208) 334-2650 ext. 2133 or contact, Susan Livengood; susan.livengood@commerce.idaho.gov

TRAINING CLASSES

The Division of Purchasing will be offering the basic purchasing training classes; "Introduction to Public Purchasing" in Coeur d'Alene on Thursday, **October 23, 2008**. There is room for additional registrations at this time. Please register no later than Wednesday October 15th. Please give me a call at 208-332-1612 or send an e mail for more information. pearl.smith@adm.idaho.gov

Visit our website for additional information and training dates. Other training classes being offered are;

“Writing Effective Specifications” in Boise on **October 30, 2008**, again in Idaho Falls on **November 6, 2008** and a class in Coeur d’Alene on **November 13, 2008**.

A training class on “Developing and Managing a Request for Proposal, (RFP)” is scheduled for the Boise area on **December 4, 2008**. A full schedule for the RFP classes in other areas of the State will be posted soon.

The “Introduction to Idaho Public Purchasing” training class will present an overview of public purchasing basics designed for the new state employee in procurement or anyone in procurement. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, or employees charged with purchasing for their agency, regardless of their job title, and/or persons who supervise purchasing activities.

The “Writing Effective Specifications” training class will present an overview of the following topics designed primarily for employees charged with purchasing for their agency, regardless of their job title.

- Types of Specifications and Where to find them.
- Use language and the proper terminology that is clear, concise and results in enforceable contracts
- Help to identify traps in standard provisions and how you can deal with them
- Become familiar with some of the techniques effective negotiators use to get to favorable contracts
- Identify provisions you must include and some which you should never include
- Suggested boilerplate and ways to protect your contract from outside issues that might effect it
- This class will include some practical hands-on exercises which will help to reinforce the learning points.

The Developing and Managing a Request for Proposal (RFP) class is designed for procurement professionals that are entrenched in the competitive process. This in-depth study of RFP’s, from development through evaluation, will be enlightening. Major topics to be covered include managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful procurement should be encouraged to attend. Team leaders, committee members, contract administrators and procurement managers and any other procurement professional interested in achieving “best value” during this acquisition process should register.

There is no cost to attend these seminars. Please call our office at (208)-327-7465 if you need additional information and be sure to get registered early (class size is limited) online, under the State Buyer Training link at: www.adm.idaho.gov/purchasing

PURCHASING WORKSHOP’S

The next Purchasing Workshop is being tentatively planned for the Boise area on Wednesday, October 29, 2008.

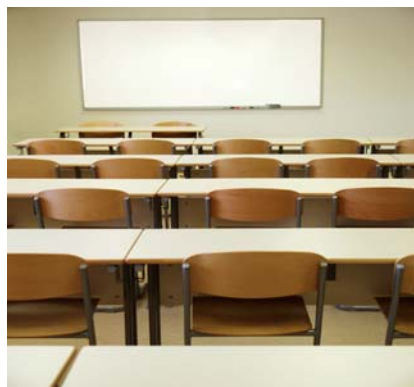
Following this workshop will be one for the Eastern Idaho area. It will be held in Idaho Falls, Thursday, November 6, 2008 from 1:00 – 4:30 pm at the Eastern Idaho Technical College (EITC). Please let us know if you have a particular subject you would like addressed, a vendor or visitor you would like to invite. We are always open to suggestions and ideas.

IPPA Purchasing Training

The Idaho Public Purchasing Association Chapter of NIGP (IPPA) is now offering purchasing training to its members. IPPA sponsors NIGP Webinars that members can participate in for little or no cost.

Membership in IPPA is open to all Idaho public purchasing professionals and purchasing related staff. For more information on IPPA, Webinars, and the benefits of being a member check out their web site at

<http://www.nigp-idaho.org>



Idaho Public Purchasing Association (IPPA) has the Fall Dinner Meeting scheduled for Wednesday November 12, 2008 at 6:00 pm. The location is Casa Mexico at 10332 West Fairview (between Five Mile Road and North Hampton Rd next to Harbor Freight Tools). There will be a video presentation of "Public Procurement Shaping the Future" and a guest speaker; Darin Matthews, CPPO, C.P.M. will speak on the topic of "The Future of Procurement". A special guest Dave Davis, CPPO - NIGP Region 12 Director, will also be attending. To RSVP contact Cathy Grisham at; cgrisham@idl.idaho.gov by 11/10/08. Non members cost to attend will be \$5.00

The following day 11/13/2008, IPPA is hosting the NIGP Seminar "Managing End User's and Suppliers" at the Department of Environmental Quality (DEQ). For more information contact Bob Perkins; Robert.perkins@deq.idaho.gov

PURCHASING TIP

Contracting with Employees

Can a state agency contract with one of its employees? No. *Idaho Code 67-5726* says in part: "...No member of the legislature or any officer or employee of any branch of the state government shall directly, himself, or by any other person in trust for him or for his use or benefit or on his account, undertake, execute, hold or enjoy, in whole or in part, any contract or agreement made or entered into by or on behalf of the State of Idaho, if made by, through, or on behalf of the department in which he is an officer or employee; or if made by, through or on behalf of any other department unless the same is made after competitive bids..."

A state employee cannot hold a contract with their own department, but may contract with another department if it was competitively bid.

STATEWIDE CONTRACTS

For a complete listing and copies of the Statewide contracts, visit our website at:

www.adm.idaho.gov/purchasing

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.



"Have a Happy & Safe Halloween"

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov